

VISITORS' RULES

1. Visitors will use the security control entrance of the Botanical Institute of Barcelona (IBB) where an identification document will be required. At the entrance, visitors will be provided with identification badges that need to be carried visible at all times during the visit.
2. Consultation of collections will be done under the supervision of the herbarium Curator or staff.
3. No external plants should be introduced into the herbarium without having first been cryo-treated to avoid infections. Any specimens brought in the herbarium for study must be frozen for 48 hours on site at the IBB.
4. Specimens cannot be removed from the IBB except with a formal loan request letter endorsed by a recognized institution.
5. The use of reference books and magazines available in the herbarium is permitted. Dictionaries, floras and other documents cannot be removed from the IBB under any circumstances.
6. The herbarium's door should always be closed in order to preserve the conditions of the room.
7. Eating, drinking and smoking are not permitted in the herbarium or the consultation room.
8. At the end of each session, specimens should be returned to the locations agreed upon with the herbarium staff.
9. All visitors are asked to sign the registration form whenever they consult herbarium sheets. This form will include user's details, date, materials consulted and aims of the study.

SPECIMENS' MANIPULATION RULES

10. Do not carry out any preparation, cleaning, extraction or dissection of herbarium specimens without authorization, and always under the supervision of the herbarium Curator. Check destructive sampling rules for more information.
11. Under no circumstances specimens' folders will be changed. If you notice any error, notify the herbarium staff.
12. Specimens should not be protruding beyond the working surface. They should be treated with maximum care and attention, and should not be turned over as with the pages of a book.

REVISION RULES

13. Specialists should use labels to add any annotation review on the specimen, indicating their name, date of review and the institution of origin. In no event, they shall write or make marks on the labels that are already in the sheet. Reviewed specimens should be indicated to the herbarium staff.
14. For the sake of correct identification, in case of detecting the existence of more than one taxon in one sheet, use a pencil to write a number or letter next to each specimen. The same number or letter will be used to identify each specimen in the corresponding review label.
15. If the study of the consulted material establishes a new taxonomic status or any information that modifies the scientific value of the item, such information should be reported to the herbarium staff.

PUBLICATION AND PHOTOGRAPHY RULES

16. To cite and describe specimens in any publication the acronym BC and the number of corresponding specimen (for historical herbaria, BC- "name of historical herbarium" - sheet number) should be noted.
17. It is necessary to ask permission to take photographs of the specimens. In the case of historical herbaria (except Sennen collection) it is NOT allowed to take pictures with flash.
18. The publications based on herbarium specimens should include acknowledgments to the herbarium. It would also be advisable to send a copy of such publications to the library of the IBB.